

"The City with a Heart"



Kelly Lethin, *Chair*  
Rick Biasotti, *Vice Chair*  
Auros Ansbergs Harman  
Mary Lou Johnson  
Gerard Madden  
Valentine Morgan

**MINUTES**  
**PLANNING COMMISSION MEETING**  
**January 19, 2021**

**7:00 p.m.**

**Meeting location: Virtual Zoom Meeting**

**MEETING CALL TO ORDER at 7:01 p.m.**

**ANNOUNCEMENT:** None

**ROLL CALL**

	<u><b>Present</b></u>	<u><b>Absent</b></u>
Chair Lethin	X	
Vice Chair Biasotti	X	
Commissioner Harman	X	
Commissioner Johnson	X	
Commissioner Madden	X	
Commissioner Morgan	X	

**STAFF PRESENT:** Community and Economic Development Director: Pamela Wu  
Executive Assistant: Madeline Lopez  
Senior Planner: Michael Smith

**PLEDGE OF ALLEGIANCE:** Chair Lethin

**1. APPROVAL OF MINUTES – October 20, 2020 minutes**

Chair Lethin and Commissioner Valentine requested their recusals and conflict of interest to be properly noted. Staff will amend the October 20, 2020 minutes accordingly.

**Commissioner Morgan / Johnson**

VOTE: 6-0

AYES: Lethin, Biasotti, Harman, Johnson, Madden, Morgan

NOES: 0

ABSTAIN: 0

**2. PUBLIC COMMENT ON ITEMS NOT ON AGENDA**

Council Member Hamilton expressed his appreciation for Planning Commission's support.

**3. ANNOUNCEMENT OF CONFLICT OF INTEREST**

Commissioner Madden recused himself from Item 4A.

#### 4. NEW BUSINESS:

**A. 2601 Cottonwood Drive (APN: 017-113-140)**

Zoning: R-1 (Single Family Residential)

**Recommended Environmental Determination: Categorical Exemption pursuant to Class 1, Section 15301.e.(2): Existing Facilities**

Request for a Use Permit to construct a 1,386 square foot residential addition that would enlarge the existing house that has been used as a residential care facility by more than 50% of the existing floor area. The proposed addition would also exceed the maximum permitted floor area by 350 square feet and exceed the maximum permitted lot coverage by 386 square feet. The proposed scope is subject to the approval of a Use Permit pursuant to Sections 12.200.030 B.1, 12.200.030 B.2, and 12.200.030 B.3, of the San Bruno Municipal Code. If approved, the house and the residential care facility would be 3,385 square feet in size, including an attached two-car garage. The proposed addition would not enlarge the existing residential care facility. Evelyn Ryan (Applicant and Owner). **UP20-002.**

*Senior Planner Michael Smith:* Presented Staff Report

Motioned to close public hearing:

**Commissioner Morgan / Harman**

VOTE: 5-0-1

AYES: Lethin, Biasotti, Harman, Johnson, Morgan

NOES: 0

RECUSED: Madden

ABSTAIN: 0

Motioned to approve Use Permit 20-002 based on Findings and Conditions of Approval.

**Commissioner Morgan / Johnson**

VOTE: 4-0

AYES: Biasotti, Harman, Johnson, Morgan

NOES: 0

RECUSED: Madden

ABSTAIN: Lethin

**B. 3041 Fleetwood Drive (APN: 017-095-050)**

Zoning: R-1 (Single Family Residential)

**Recommended Environmental Determination: Categorical Exemption pursuant to Class 1, Section 15301.e.(2): Existing Facilities**

Request for a Use Permit to construct a 1,273 square foot residential addition that would enlarge the existing house by more than 50% of the floor area, pursuant to Section 12.200.030 B.1. of the San Bruno Municipal Code. If approved, the house would be 2,795 square feet, including an attached two-car garage. Sameet Shankar (Applicant and Owner). **UP20-003.**

*Senior Planner Michael Smith:* Presented Staff Report

Motioned to close public hearing:

**Commissioner Morgan / Johnson**

VOTE: 6-0

AYES: Biasotti, Harman, Johnson, Lethin, Madden, Morgan

NOES: 0

ABSTAIN: 0

**Commissioner Harman / Biasotti**

VOTE: 6-0

AYES: Lethin, Biasotti, Harman, Johnson, Madden, Morgan

NOES: 0

RECUSED: 0

Motioned to approve Use Permit 20-003 based on Findings and Conditions of Approval.


**5. ITEMS FROM STAFF**


- a. Vice Chair Biasotti was elected to the next Planning Commission Chair and Commissioner Harman will serve as the Vice Chair
- b. Took attendance poll and confirmed February 2, 2021 Special Meeting
- c. Planning Commission Annual Presentation to City Council tentatively scheduled on February 23, 2021. Commissioner Lethin will present on behalf of Planning Commission.
- d. 2021 Public Meeting Calendars, updated Commissioner's information, updated Conflict of Interest Maps
- e. 2021 City Council Planning Commission Liaison – no information available at the time of 1/19/2021 meeting
- f. Selection of the February 11, 2021 Architectural Review Committee members: Madden, Biasotti, Harman (backup – Lethin)

**6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA – NONE**

**7. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**

**8. ADJOURNMENT:** Meeting was adjourned at 8:44 p.m.

 6/7/2021  
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**Pamela T. Wu**  
Secretary to the Planning Commission  
City of San Bruno

 5/20/2021  
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**Kelly Lethin, Chair**  
Planning Commission  
City of San Bruno

**NEXT REGULAR MEETING: February 16, 2020**